

# SEPARATION ACTION UP ENTRY LEVEL PERFORMANCE AND CONDUCT

For use of this form, see AR 635-200 and FK Pam 635-200

## DEPARTMENT OF THE ARMY

\_\_\_\_\_  
(Office Symbol)

\_\_\_\_\_  
(Date)

### MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Separation Action UP Entry Level Performance and Conduct

1. Under the provisions of Chapter 11, AR 635-200 (Entry Level Status Performance and Conduct), I am initiating action to:

- ☐ Release you from active duty for transfer to the Individual Ready Reserve.
- ☐ Discharge you from the United States Army.
- ☐ Discharge you from the Reserve of the Army and return you to you Army National Guard unit).

2. The specific reasons for my proposed action are:

3. The final decision in your case rests with the separation authority. If approved, you will receive an entry level separation with uncharacterized service. Furthermore, you will not be permitted to reenlist in the United States Army within 2 years from the date of your separation.

4. Under the provisions of paragraph 2-2, AR 635-200, you have the following rights:

- a. You have the right to consult with consulting counsel. You may also consult with civilian counsel at your own expense.
- b. You have the right to submit statements in your own behalf.
- c. You have the right to obtain copies of documents that will be sent to the separation authority supporting the proposed separation.
- d. You have the right to request a separation physical if you feel that your physical status has changed since your last examination.
- e. You may also waive the above rights in writing. Failure to respond within 7 days shall constitute a waiver of the above rights. If you elect to waive your rights, you must do so in writing, witnessed by your consulting counsel.
- f. An extension may be granted to your time to consult with counsel upon a timely showing of good cause by yourself.

5. Complete the attached acknowledgment and return it NLT \_\_\_\_\_.

\_\_\_\_\_  
(Commander's Signature Block - Typed)

**DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)**

**AUTHORITY:** 10 U.S.C. 1169, Regular enlisted members; limitations on discharge, 10 U.S.C. 3013, Secretary of the Army; 42 U.S.C. 10606 et seq.; DoD Directive 1030.1, Victim and Witness Assistance; and E.O. 9397 (SSN).

**PURPOSE:** To obtain acknowledgment from the member of notification of proposed separation before completion of 180 days active duty.

**ROUTINE USES:** Used by personnel processing activities to process members for separation under this program whose commanders have recommended separation for lack of motivation, discipline, ability or aptitude to become a productive soldier. This personal information may be used by other appropriate Federal agencies and State and local governmental authorities where use of the information by them is compatible with the purposes for which the information was collected. Member's acknowledgment will be filed in the OMPF.

**DISCLOSURE:** Voluntary. If the information is not provided, the Army will complete processing using information available.

\_\_\_\_\_  
(Office Symbol)

\_\_\_\_\_  
(Date)

MEMORANDUM FOR Commander, \_\_\_\_\_

SUBJECT: Separation Action UP Entry Level Performance and Conduct

1. I hereby acknowledge notification of my proposed separation from the United States Army. I understand that, if approved, I will receive an entry level separation with uncharacterized service. Further, I understand that I will not be permitted to apply for reenlistment in the United States within 2 years of my separation.

2. Under the provisions of para 2-2, AR 635-200, I have made the following elections:

- a. I ☐ (do) ☐ (do not) desire to consult with consulting counsel.
- b. I ☐ (do) ☐ (do not) desire to make statements in my own behalf.
- c. I ☐ (have) ☐ (have not) obtained copies of documents to be sent to the separation authority supporting the proposed separation.
- d. I ☐ (waive) ☐ (do not waive) the above in writing.

\_\_\_\_\_  
(Soldier's Signature and Typed Name, Grade, & SSN)

Having been advised by me of the reasons for separation and the rights available to ☐ (him) ☐ (her),  
\_\_\_\_\_ personally made the choices indicated on the acknowledgment of  
notification of proposed separation under the provisions of Chapter 11, AR 635-200.

\_\_\_\_\_  
(Counsel's Signature and Typed Name, Grade, Branch)

\_\_\_\_\_  
(Office Symbol)

\_\_\_\_\_  
(Date)

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Separation Action UP Entry Level Performance and Conduct

1. Attention is invited to the following.

2. My recommendation is that this Soldier be:

☐ released from active duty and transferred to the Individual Ready Reserve

☐ discharged from the United States Army

☐ discharged from the Reserve of the Army and returned to ☐ (his) ☐ (her), Army National Guard unit

under the provisions of Chapter 11, AR 635-200.

3. DA Forms 4856 are enclosed for your review.

\_\_\_\_\_  
Encl(s)

1.

2.

\_\_\_\_\_  
(Commander's Signature and Typed Signature Block)